

**CEMETERY AND FUNERAL BUREAU**

P. O. Box 989003

WEST SACRAMENTO, CA 95798-9003

(916) 574-7870 FAX (916) 574-8620



**APPLICATION FOR CHANGE IN LOCATION OF FUNERAL ESTABLISHMENT
AND/OR REQUEST APPROVAL TO SHARE PREPARATON AND/OR STORAGE ROOM
APPLICATION FEE \$250.00**

<input type="checkbox"/> Change of Location of Funeral Establishment (Complete Sections A, C, E, F and if applicable B and D)				<input type="checkbox"/> Request Approval to Change/Share Location of Preparation and/or Storage Room (Complete Sections A,B, D, E and F)				
SECTION A: APPLICANT INFORMATION								
Name of Funeral Establishment				License Number FD		Expiration Date		
Present Establishment Address			City		State CA		Zip Code	
<i>Please indicate below if <input type="checkbox"/> Present Preparation and/or <input type="checkbox"/> Storage Address is different than above:</i>								
Different Preparation and/or Storage Address			City		Zip Code		License Number FD	
Telephone Number ()		Fax Number ()		Email Address (Not required)				
SECTION B: DESIGNATED MAIN OFFICE (To be completed only if requesting approval to share preparation and/or storage)								
Name of Establishment				License Number FD		Miles from FD listed in Section A		
Address			City		State CA		Zip Code	
SECTION C: NEW ESTABLISHMENT LOCATION (To be completed only if funeral establishment is moving to another location.)								
New Establishment Address			City			Zip Code		
Preparation and Storage on Site <input type="checkbox"/> Yes <input type="checkbox"/> No								
SECTION D: NEW LOCATION OF PREPARATION AND/OR STORAGE (To be complete only if the funeral establishment is changing it's preparation and/or storage address)								
Name of Establishment (If applicable)				Miles from Main Office (If applicable)		License Number FD		
Address			City			Zip Code		
Use of Facility <input type="checkbox"/> Preparation and/or <input type="checkbox"/> Storage		If requesting approval to share, are the establishments under Common Ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No, Submit a contractual Agreement with this application.						
SECTION E: MANAGING FUNERAL DIRECTOR								
Last Name				First		License Number FDR		
SECTION F: CERTIFICATION (This certification must be signed by the owner, if a sole proprietorship; a partner, if a partnership; or a corporate officer, if a corporation, or the designated managing funeral director.)								
I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.								
Signature				Print Name			Date	
FOR BUREAU USE ONLY								
Date Cashiered		Amount Received		ATS ID Number		Receipt Number		
Common Ownership Checked	Within 60 Miles	Inspection Notice Sent	Application Approved	Status Screen	Notes Screen	New Establishment License Ordered (If applicable)	License Mailed	



CEMETERY AND FUNERAL BUREAU
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**INFORMATION AND INSTRUCTIONS FOR APPLICATION FOR:
CHANGE IN LOCATION AND REQUEST FOR
APPROVAL TO SHARE PREPARATION AND/OR STORAGE**

To be completed when a funeral establishment changes location of its main office and/or preparation and/or storage.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CHANGE IN LOCATION

Section A: Applicant Information (to be completed by all applicants)

Section B: Designated Main Office (to be completed only if requesting approval to share preparation and/or storage)

Section C: New location of Establishment (to be completed only if your establishment is moving)

Section D: New location of Preparation and/or Storage (to be completed only if you are changing location of your preparation and/or Storage)

Section E: Ownership (to be completed by all applicants)

Section F: Name and FDR number of Managing Funeral Director (to be completed by all applicants)

Section G: Applicant Certification (to be completed by all applicants)

CONDITIONS THAT MUST BE MET FOR APPROVAL TO SHARE PREPARATION AND STORAGE

A licensed funeral establishment may share a preparation and/or a storage room with other licensed funeral establishments, upon approval by the Board, under the following conditions, per California Code of Regulations Section 1223.1:

- (a) The licensed funeral establishments are under common ownership or have a contractual agreement to share a preparation and/or storage room;
- (b) The common owners have designated one funeral establishment as the main office as defined in Section 1204(c)(2);
- (c) The remaining establishments or the establishments using the facilities of the main office are within a 60 mile radius of the main office;
- (d) The licensed funeral establishment in which the common storage room is located has designated a separate labeled area within the storage room for each of the establishments using its facilities and has sufficient capacity to accommodate each licensee using the space;
- (e) An identification and labeling system shall be in place to effectively identify the human remains being prepared and/or stored in the facilities;
- (f) The facilities meet the requirements as specified in Section 7616 of the Business and Professions Code and have passed inspection by the Board to determine its suitability for shared purposes;
- (g) A licensed funeral establishment requesting permission from the Board to share their preparation and/or storage room must make a request, in writing, on a form provided by the Board. An inspection will then be scheduled and completed to ensure that the above mentioned conditions have been met before the establishment can begin sharing its facilities.

****** When preparation and storage will be at two separate locations, two applications need to be filed. ******